



Workday Financial Reports

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[*all blue text is a hyperlink](#)

Budget vs Actuals by Org

CP - FIN - Budget vs Actuals by Org

Company

Cost Center Hierarchy

3 Fund

4 Period *

5 Worktags

Department

Filter Name

Filters Save Manage

Report Usage

End users are able to view Budget vs Actuals by Org results for a given fiscal period and specific worktags. Report will populate current period and YTD results.

Prompt Selection (recommended)

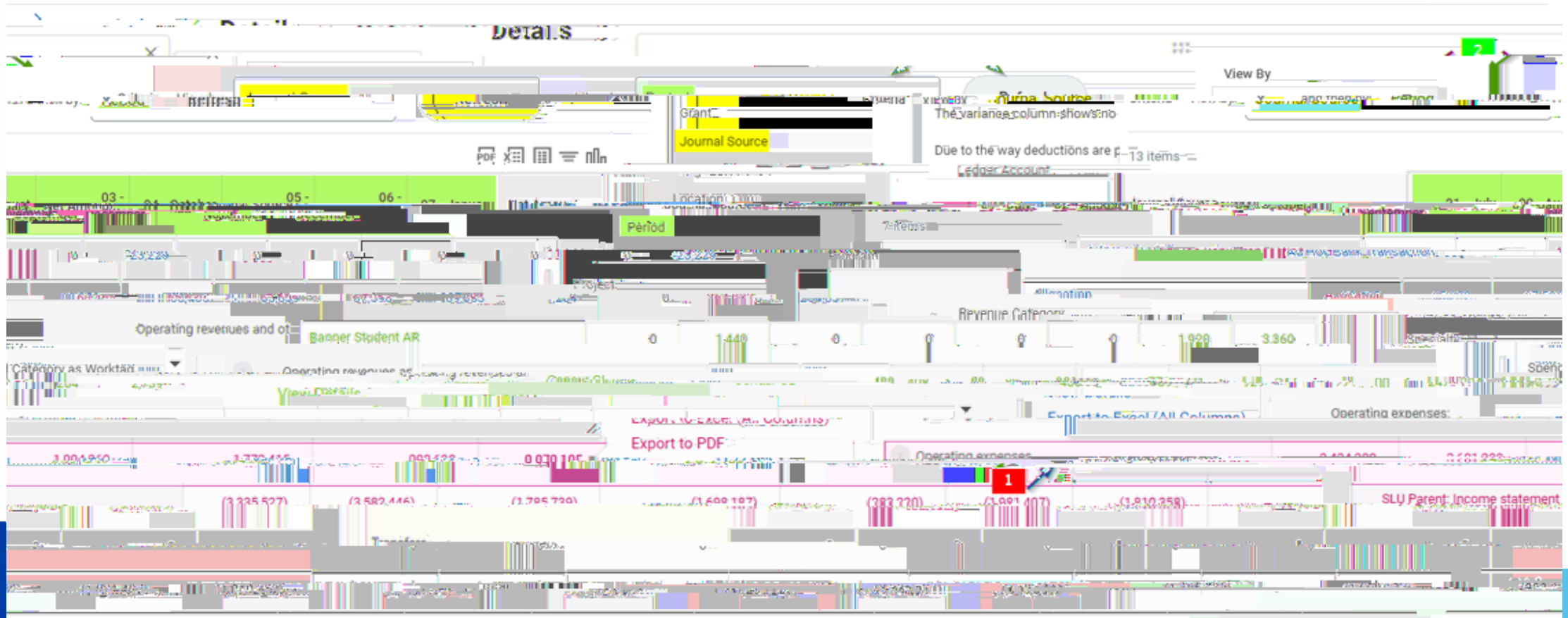
1. Leave these fields as the default
- 2.
3. Select appropriate Fund (i.e. 11 Operating Fund or 81 SLUCare)
- 4.

Budget vs Actuals by Org

CR | FIN | Budget vs Actuals by Org

1. By clicking the arrow next to data in blue you can choose dimensions to drill by
- 2.

Click the Refresh button



Fund Balance Report

Report Usage

End users are able to view fund balances for Designated (Fund 20-24), Construction (Fund 71) and Agency (Fund 91) through a selected fiscal period and specific organization. The actuals will include details such as transactions and journal lines.

Prompt Selection (recommended)

- 1.
2. Period reflects the accumulative results as of the end of the month (if the month is not closed your results may not be accurate)
3. Leave this field as the default
4. Select any additional worktags, i.e. Program, Gift, Project etc.

Versions Available

- CR FIN Fund Balance - [Workday Link](#)
- CR FIN Fund Balance - Clinical Trials (Fund 32) - [Workday Link](#)

Sample Results

2 items

Fund	Balance	Organization	Program	Project	Other
200500	1,611,84	UNIVERSITY	UNIVERSITY		
200500	1,611,84	UNIVERSITY	UNIVERSITY		

Statement of Account

1 Repeat By *

2 Company *

3 Organization *

4 Period *

5 Plan Structure *

6 Plan Name *

7 Worktags

Manage Filters

Save

Report Usage

Statement of Account

CR \ FIN \ Statement of Account

Report Total

Report Total

	Revised Budget	Beginning Balance	Current Period	YTD Actuals	YTD	YTD Actuals &	Budget	Percentage	Ending Balance
				(4,839,455.97)		Fund Balance			(3
						Operating expenses			
						Net operating results			
						Trans cost			
						Non-Operating			
						Net Activity			

Income Statement Trend by Org

Instructions SLUCare must select GAAP Book Code

Fund **2**

Time Period **4**

Book **5**

Worktags **6**

Filter Name

Manage Filters

Report Usage

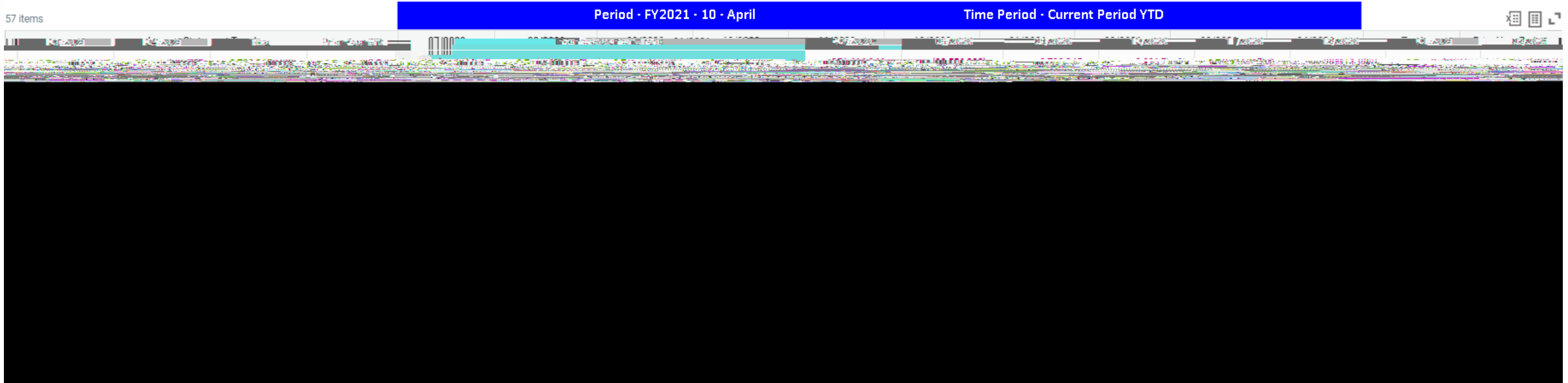
This report displays monthly trend of the income statement with a total. The periods in the trend can be selected to show YTD, Last 12 months, last three months, etc.

Prompt Selection (recommended)

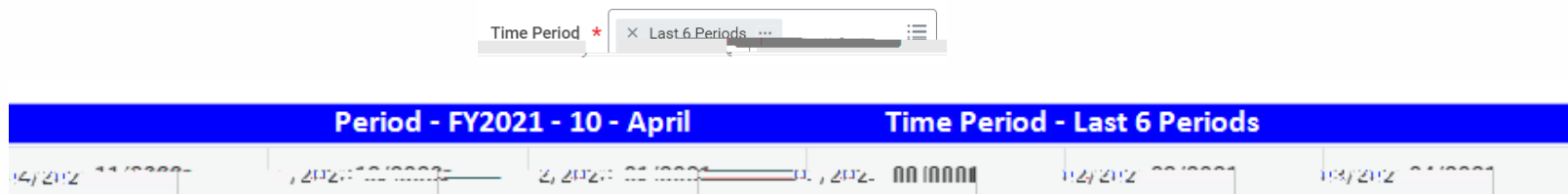
- 1.
2. Select appropriate Fund (i.e.11 Operating Fund)
3. Period is the most current month that will populate and trend backwards from there
4. Time Period is the duration of time you want to run the report for, i.e. YTD, Last 4 months, etc.
5. Leave this field as the default
6. Select any additional worktags

Income Statement Trend by Org

CR \ Fin \ Income Statement Trend by Org



Another option is to select April and Last 6 periods to see results for 11/2020 - 04/2021



Journal Lines by Org

CR Ì FIN Ì Journal Lines by Org

1.

Report of Transactions - Org

Report Usage

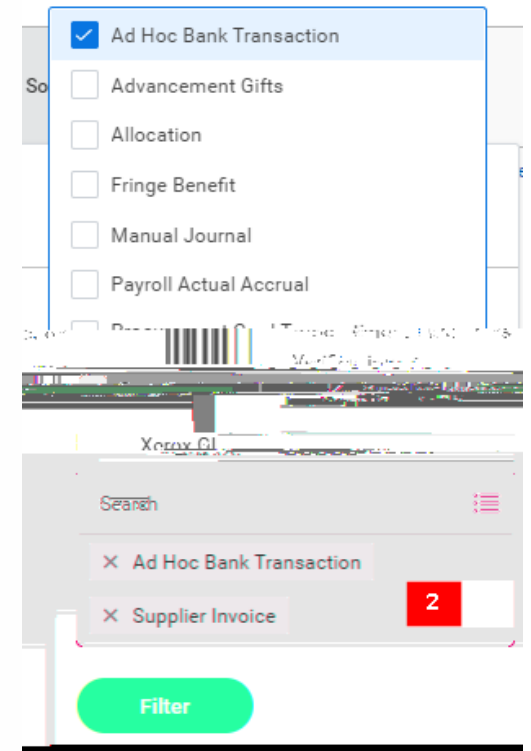
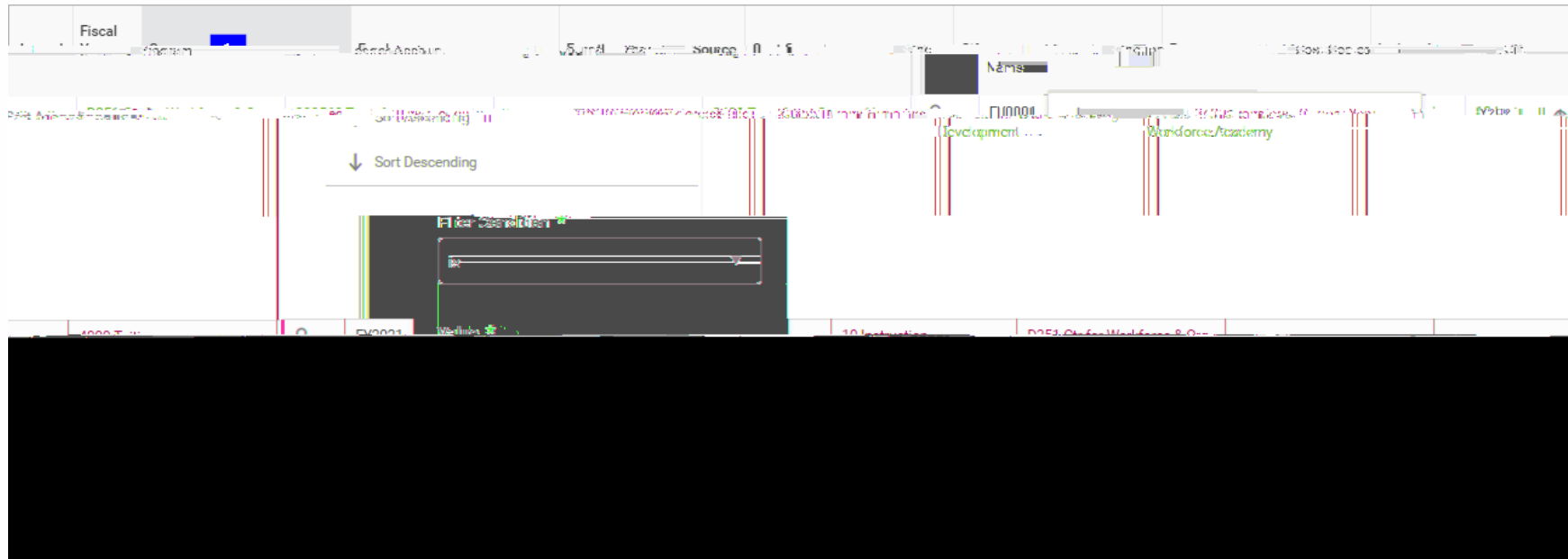
End users are able to view monthly or year-to-date balances or activity by selected ledger accounts. The default ledger account selections will produce results for revenue, expenses and transfers.

Prompt Selection (recommended)

1. Leave this field as the default
- 2.
3. Select appropriate Fund (e.g. 11 Operating Fund)
4. Select Fiscal Year
5. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
6. Optional prompt to search by Journal Number
7. Optional prompt to search by External Reference ID
8. Select a date range instead of Period (#5)
9. You can leave as the default or clear and select specific ledger accounts (if left blank you will get results for all ledger accounts, i.e. balance sheet and income statement)
10. Search by person who originated the transaction
11. Search person who approved the transaction
12. Select a specific transaction type
13. 9 Tm0 g0 G 0.048 Tc[9. g0 G[91(c)3o]JETQ EMC /P AMCID 28>B4(y)10(p)-3(e)]TJET0 g0 G[9 Tm0 g0 G 0.04t

Report of Transactions - Org

CR \ FIN \ Report of Transactions - Org



1. Functions like Excel filter click the heading to open filter options
2. Select multiple options to narrow search results

Report Demo



Data audits are reports used to view a list of Workday dimensions and their related worktags

Available Data Audit reports (not everyone will have access to all of these)

[Data Audit - Cost Center and Cost Center Hierarchies](#)

[Data Audit - Spend Categories and Spend Category Hierarchies](#)

[Data Audit - Revenue Categories and Revenue Category Hierarchies](#)

Other Helpful Reports

Additional reports may not be available to everyone:

[PRISM - LBD002 Labor Distribution Details](#) - View labor distribution details

[CR - FIN - Find Suppliers](#) - View details for selected suppliers

[CR - FIN - Find Supplier Payments Status](#) - View payment status of supplier invoices

[My Procurement Card Transaction Verifications](#) - View your procurement card transaction verifications

[CR - FIN - Internal Service Delivery by Org](#) - View Internal Service Deliveries, including status

wdfinance@slu.edu email for Workday Finance requests and issues